

DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 1754.5
ASN (M&RA) (FSF)
17 August 1990

SECNAV INSTRUCTION 1754.5

From: Secretary of the Navy
To: All Ships and Stations

Subj: EXCEPTIONAL FAMILY MEMBER
PROGRAM

Ref: (a) Public Law 94-142
(b) Public Law 95-561
(c) DoD Instruction 1342.12
of 17 Dec 81 (NOTAL)
(d) DoD Instruction 1010.13
of 28 Aug 86 (NOTAL)
(e) DoD Instruction 1342.16
of 16 Oct 87 (NOTAL)

Encl: (1) Definitions

1. Purpose. To provide policy, establish procedures, and assign responsibilities for the Exceptional Family Member Program (EFMP) in accordance with references (a) through (e). The EFMP provides services to handicapped dependents.

2. Applicability and Scope. The provisions of this instruction apply to all units of the Navy and Marine Corps.

3. Background. The Department of the Navy EFMP was established in September 1987 to comply with references (a) through (d) which collectively mandate that eligible handicapped school-age children be provided a free and appropriate education overseas in the Department of Defense Dependents Schools. The EFMP was later expanded to ensure availability of both medically related services and medical services to all authorized family members when sponsors relocate to overseas or isolated assignments. The EFMP ensures that sponsors are assigned only to those overseas areas where their EFM's specialized medical and educational needs can be met. It includes the identification, enrollment, and tracking of all eligible family

members with special medical and educational needs, regardless of where the sponsor is assigned.

4. Policy

a. Goal. The primary goal of the EFMP is to assist service members in providing for the special needs of their EFM before, during, and after relocation required by change of duty assignments.

b. Enrollment. Enrollment in the program is mandatory. Sponsors are required to identify to the EFM Program Manager all family members who exhibit physical, emotional, or mentally handicapping conditions upon establishment of the condition by a privileged health care provider or educational authority. Final determination concerning enrollment in the EFM Program for Navy family members will be made by Commander, Naval Military Personnel Command or for Marine Corps family members, the Deputy Chief of Staff for Manpower and Reserve Affairs.

c. Assignments. The location and timing of an assignment will be given careful consideration for a sponsor of an EFM. A sponsor of an EFM who is designated severely handicapped, will be considered for assignment only in those selected locations where the requisite educational/medical services are available. The detailing of such sponsors will also consider, to the maximum degree possible, opportunities for normal career progression.

(1) Whenever possible, EFM sponsors shall be assigned within the Department of the Navy's geographical area of responsibility for the provision of medically related services. Department of Defense has assigned Department of the Navy as the designated military service in Australia, Bermuda, the Caribbean area (including Guantanamo Bay), Newfoundland, New Zealand, and Japan (including Okinawa). Department of the Navy personnel shall not be sent to another military department's designated

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area of responsibility without prior approval from that service.

(2) Assignment policies for EFM sponsors will be established by the Chief of Naval Operations (CNO) and the Commandant of the Marine Corps (CMC). However, sponsors of EFMs will not normally be assigned to areas where the educational/medical needs of the EFM cannot be met. Mandatory enrollment of EFMs and the overseas screening process will facilitate appropriate assignment of sponsors.

d. **Advancement.** Enrollment in the EFMP shall not prejudice advancement/promotion opportunities. EFM enrollment will be reflected only within the detailer's assignment information system, the EFM's medical record, and the EFM Program Management System.

5. Responsibilities

a. The Deputy Assistant Secretary of the Navy (Force Support and Families), within the Office of the Assistant Secretary of the Navy (Manpower and Reserve Affairs), is responsible for overall policy control and oversight of the EFMP.

b. The CNO and CMC are responsible for carrying out integrated programs for EFMs under this instruction.

c. The Director, Bureau of Medicine and Surgery shall ensure the provision and supervision of medical services to EFMs and to DoDDS in geographical regions for which the Navy is responsible. The services to be provided include medical services for diagnostic and evaluation purposes, occupational therapy, physical therapy, and audiology, as required, to assist EFMs to benefit from special programs.

6. **Action.** The CNO and CMC shall take appropriate action to implement the provisions of this instruction.

BARBARA SPYRIDON POPE
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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DEFINITIONS

1. Designated Military Service. The Military Service which the Department of Defense has assigned responsibility, in a given geographic area overseas, for providing medically related services for those children receiving special education.
2. Exceptional Family Member (EFM). An authorized family member (spouse, child, stepchild, adopted child, foster child, or dependent parent) residing with the sponsor, who possesses a physical, intellectual or emotional handicap and who requires special medical or educational services.
3. Geographic Area. A specific geographic location chosen for a sponsor's assignment where the required medical and educational staff for the sponsor's handicapped child or other family member is available.
4. Medically Related Services. Services provided by a credentialed physician or allied health professional to assist a school's case study committee in determining a student's eligibility for special education and for therapeutic health care necessary for a child to benefit educationally. When stationed overseas, transportation must be provided to and from the medical treatment facility when receiving these services.
5. Overseas Screening. Medical screening of members, spouses, children, dependent parents, etc., to identify chronic/severe illnesses, handicapping conditions or unusual medical problems requiring frequent or periodic specialized medical care. The medical treatment facility performing overseas screening ensures these medical needs can be met at the member's next duty station prior to recommending to the commanding officer that the member is suitable for an overseas assignment at that location.
6. Qualified Healthcare Provider. A state licensed physician or certified allied healthcare provider (such as audiologist, occupational therapist, physical therapist, psychologist, or social worker), who is accepted by the Bureau of Medicine and Surgery as qualified to assess EFM's condition.
7. Severely Handicapped. A family member who has a serious impairment or a serious medical condition that is expected to exist over a long time period and requires medical specialists, frequent hospitalization, or intensive nursing care, pharmacy or laboratory support; or who requires frequent health services not available at most naval branch medical clinics. Some examples of these conditions include: the multiple-handicapped; the seriously

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emotionally disturbed; those with severe birth defects; and those requiring placement in residential care facilities.

8. Special Education. Educational needs of a handicapped or learning disabled child which are defined in an individual education plan (IEP) that includes classroom placement that best meets the child's needs.

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DEPARTMENT OF THE NAVY
Office of the Secretary
Washington, DC 20350-1000

SECNAVINST 1754.6
OP-15
14 February 1991

SECNAV INSTRUCTION 1754.6

From: Secretary of the Navy
To: All Ships and Stations

Subj: RELOCATION ASSISTANCE
PROGRAMS FOR DEPARTMENT OF
THE NAVY MILITARY PERSONNEL

Ref: (a) Public Law 101-189, "National
Defense Authorization Act for
Fiscal Years 1990 and 1991,"
Section 661, November 29, 1989
(NOTAL)
(b) DoD Instruction 1338.19 of
15 Jun 90 (NOTAL)
(c) SECNAVINST 1754.4
(d) SECNAVINST 1754.1

1. **Purpose.** To announce policy and implement the Department of the Navy Relocation Assistance Program (RAP) per references (a) and (b).

2. **Applicability.** This instruction applies to all active duty Navy and Marine Corps personnel, including reserve personnel on extended active duty, and their legal dependents. It further applies to retired members and their legal dependents on a space available basis for information and referral services only.

3. **Policy.** Department of the Navy policy is to help members and, where applicable, their families manage the affairs attendant to Service-required relocation by providing standardized information and services through a coordinated RAP.

4. **Responsibility**

a. The Assistant Secretary of the Navy, Manpower and Reserve Affairs [ASN(M&RA)], is responsible for providing overall policy control and oversight of RAP, and for making the annual report to the Secretary of Defense and Congress, to include:

(1) An assessment of military family housing. The number of on-base units and the number of available, affordable private sector units should be reported, as well as the number of members who live in base housing and the number who live in the surrounding community.

(2) An assessment of the actual non-reimbursed costs incurred by members incident to a permanent change of station (PCS) move.

(3) Information on the effects of the RAP on retention, readiness and quality of life.

b. The Chief of Naval Operations and the Commandant of the Marine Corps are responsible for implementing this instruction. They shall ensure that per the guidelines of this instruction:

(1) A comprehensive and integrated RAP is established, adequately staffed and resourced at each Navy or Marine Corps installation with at least 500 members assigned. Personnel assigned to areas with fewer than 500 members shall receive services from the nearest military RAP.

(2) Department of the Navy personnel and their families transferring PCS are fully informed of and have access to RAP services.

(3) By 30 September 1991, RAP information is managed through an automated information system which is compatible with other Services'.

(4) The RAP is monitored and evaluated to ensure accessibility, effectiveness, and responsiveness to needs of Department of the Navy personnel and their families. A report of the evaluation by the Service Inspector General, specifically addressing the requirements set forth in paragraph 4a(1) through (3), is required annually to ASN(M&RA) no later than 31 December.

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c. Commanders of installations with at least 500 members assigned shall establish a relocation assistance coordinating committee per reference (b) to ensure coordination and integration of disparate relocation services into a comprehensive, installation RAP involving, but not limited to, those services provided by the Family Service Center, housing/bachelor quarters offices, transportation office, personal property/household goods shipment offices, finance office, child development program office, medical service, chaplain, military personnel office/personnel support detachment.

5. Procedures

a. RAP shall provide:

(1) Pre-departure services to include information regarding the next duty station [availability of temporary and permanent housing (including the possible need to provide a spouse with a power of attorney), child care resources, spouse employment opportunities, school and medical related information, and information regarding the Exceptional Family Member (EFM) program and resources]; and counseling regarding stress management, financial management (entitlements/costs of moving), home buying and selling, property management, shipment/storage of household goods and check-in and check-out procedures.

(2) Arrival services to include information regarding settling-in services (emphasizing sponsorship), information on temporary and permanent housing (including Housing Referral Office functions and homefinding services), child care, EFM resources, medical/dental resources, legal assistance resources, education programs, spouse employment opportunities, religious services, and volunteer opportunities; plus a command indoctrination and community orientation; and, where appropriate, counseling regarding cultural adaptation.

b. Commands shall ensure that members and their families have adequate time for

in- and out-processing, considering personnel needs and mission requirements.

c. Navy and Marine Corps IG's shall review the RAP and report annually to the ASN(M&RA) by 31 December.

6. Report. The reporting requirement contained herein is assigned symbol DD-FM&P(A)1836(1754) and is approved for three years from the date of this instruction.

DAN HOWARD
Secretary of the Navy
(Acting)

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